

MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG 18-2004/ANG-AGR 2004-08

OPENING DATE: 21 May 2004  
CLOSING DATE: 07 June 2004 2004

ANTICIPATED FILL DATE: 2004

POSITION TITLE AND NUMBER:

UNIT/ACTIVITY AND DUTY LOCATION:

HAZMAT Specialist  
PDCN: 80214000

145<sup>th</sup> Logistics Squadron  
NCANG, Charlotte, NC

GRADE AND SALARY: (Includes Locality Pay of 10.09%)

TECH

GS-2001-09 \$39,690 - \$51,599 per year

EMPLOYMENT STATUS:  
Excepted Service

AGR: Current on-board AGR members only.  
Pay and allowances commensurate with military  
Grade not to exceed CMSGT/E-9.

WHO CAN APPLY: The area of consideration for this position is FULL TIME SUPPORT PERSONNEL ONLY.  
TECHNICIAN: Applications will only be accepted from current Excepted employees of the North Carolina Air National Guard, current members of the North Carolina Air National Guard and individuals who are eligible and willing to enlist in the North Carolina Air National Guard.  
AGR: There is no AGR Employment Authorization for this position. The only AGR applications that will be considered for this position will be those submitted by personnel who are current on-board AGR employees of the NCANG.

HOW TO APPLY: TECHNICIAN: Applicants interested in the technician position may apply by submitting an Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. AGR: Current AGR members must submit an Application for Active Guard/Reserve (AGR) Position (NGB Form 34-1). NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications. Applications must be sent to: North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date.

QUALIFICATION REQUIREMENT: Must have 24 months experience which demonstrates that the applicant has acquired the below listed KSA'S.

KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

Below are listed the KSA's for this position. Each technician applicant must prepare separate (plain paper) listing to address all KSA's and explain the civilian and military work experience (with dates) that provided that KSA. These comments must be addressed in the order they appear below and attached to the application when applying for the position. Applications must reflect duties and responsibilities of positions/jobs addressed. This must be on the application/resume. The KSA's must be addressed on a separate sheet of paper. Failure to include attachment of the KSA Statement will result in your application not being considered for employment. ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING 919/664-6172 OR 704/391-4169.

1. Knowledge of a wide range of supply principles, concepts, and methodologies involving general supply, storage, distribution and inventory specialties as they relate to hazardous materials; to include a general knowledge of contracting and transportation practices.
2. Knowledge of established principles, concepts, and methods of environmental protection relating to hazardous materials; and skill in applying this knowledge to the effective management and control of the HAZMAT Pharmacy.
3. Knowledge of policies, work procedures, methods, data information, and requirements of hazardous materials.
4. Knowledge and understanding of Federal, State, and USAF safety and environmental standards, regulations, statutes, policies, and guidelines to assure hazardous materials compliance, safe working practices, prevention of damage to government property, and prevention of accidental injuries and mishaps.
5. Knowledge of a variety of automated systems such as the Standard Base Supply System (SBSS), Environmental Management Information System (EMIS), Base Contracting Automated System (BCAS), etc., to search, analyze, track and monitor hazardous materials.
6. Ability to communicate in writing to prepare, compile, and research information for HAZMAT inventory, safety and environmental reports. Ability to communicate orally to conduct briefings, offer training, and lead group conferences or sessions.

**CONDITION OF EMPLOYMENT:** Occupants of this position must maintain continuous military membership in the North Carolina Air National Guard (NCANG). NCANG status (military grade, DAFSC, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible AFSC in the NCANG shown under Military Assignment on the reverse side of this announcement. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. The recommended applicant will not be approved for promotion/appointment until the appropriate physical examination is completed.

**MILITARY ASSIGNMENT:** Assignment in a compatible Enlisted position in the NCANG is mandatory. AFSC: 2S0XX.

**EVALUATION FACTORS USED:** Personal interviews, review of the application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Manages, controls, oversees, coordinates and implements the base HAZMAT Pharmacy program and function. Provides day-to-day management and oversight of assigned personnel and monitors daily HAZMAT operations and activities. Reviews computer-generated listings; coordinates office budget requirements; and provides work assignment, guidance, and direction to lower graded personnel. Coordinates with a variety of functional elements, personnel, and off-base contacts to accomplish assigned mission. Serves as a technical advisor to the Wing Commander regarding the hazardous materials program and issues; and serves as a member of the HAZMAT Planning Team, the Environmental Protection Committee, and as an advisor to the base Safety Council. Identifies new HAZMAT and customer requirements. Controls IEX-coded materials, processes and approves customer requests, enrolls new customers, requisitions hazardous materials, performs research, verifies data, etc. Receives, issues, stores, and ships hazardous materials. Determines storage requirements, arrangement of materials, and space utilization required. Uses safe and secure storage and distribution practices to ensure maximum protection of workforce personnel and the environment. Processes approvals, rejects, denials, waivers, or terminations; provides interchangeable or substitute stock items; and processes local or special purchase requests, if required. Manages shop excess, performs shelf life inspections, coordinates stock level adjustments, and distributes inventory listings to appropriate users. Develops, replenishes, and monitors stock levels. Maintains listing of partially consumed hazardous materials or "free issue" items. Stocks, inventories, and tracks deployable HAZMAT kits before and after deployments. Maintains accountability of hazardous materials owned by visiting units. Assists in the identification of less hazardous materials. Develops specialized purchase procedures for the purchase of hazardous materials in smaller quantities, to provide short lead time for deliveries, and to reconsider economic order quantities. Coordinates base-wide pick-up and delivery of hazardous materials. Serves as the HAZMAT systems administrator utilizing the Standard Base Supply System (SBSS) and Environmental Management Information System (EMIS) to manage and update HAZMAT inventory data. Authorizes exceptions to user authorizations. Monitors and authorizes upgrades to EMIS, HMIS, and/or to the network server. Authorizes access to the HAZMAT tracking system and provides backup to the EMIS database. Maintains the base Material Safety Data Sheets (MSDS) library and the 3952 database; and obtains required HAZMAT information utilizing the Internet, as required. Trains personnel regarding the use of enhancements to the Depot Maintenance-Hazardous Material Management System and trains personnel regarding HAZMAT communication requirements. Manages the HAZMAT/ODS (Ozone Depletion System) tracking system and records maintenance data as required. Tracks hazardous materials for deployments and redeployments. Develops base regulations and operating instructions and procedures involving hazardous material requirements and processes in accordance with Federal, State, and military regulations, guidelines, and instructions. Advises customers and assigned personnel of specialized or new HAZMAT policies, practices, and requirements. Reviews proposed regulation revisions and submits changes to initiating offices/agencies, as required. Insures that all affected organizations and personnel are aware of new regulations, requirements, or guidelines. Develops and conducts HAZMAT training to managerial, supervisory, and base personnel. Develops lesson plans, course materials and schedules and conducts training. Conducts worksite visits, identifies customer concerns, and determines materials usage. Makes recommendations to improve customer service and provides follow-up as required. Gathers and compiles information for reports to Federal, State, USAF, and/or ANG agencies regarding program status, HAZMAT item status, compliance issues, budget information, etc. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:**

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.
2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury.
3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.
4. Relocation expenses for current federal employees may not be paid. Applicants will be advised in writing at the interview.
5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.

**DISTRIBUTION:**

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

